



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## LEA & Institution Onsite Monitoring Document Title I, Part D; Subpart I

The Indiana Department of Education's (IDOE) Review Team will complete this document as a record of the Onsite Review of Title I, Part D. It details the findings of the Review Team regarding the key focus areas identified in this protocol. If any areas are found to be in partial compliance or out of compliance, a finding will be listed on the report generated by the team from the IDOE. This report will be completed within 30 business days of the visit to the Local Educational Agency (LEA).

LEA Name: xxxx Corporation Number: xxxx                     

Date of Visit: xxxx Superintendent: xxxx

IDOE Team Member(s): Meg Richert Program Administrators: xxxx, Title I, Part A

Institution 1: xxxx Principal: xxxx



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Compliance Standard Indicator		Acceptable Evidence/Documentation	Rating	IDOE Comments and Rating Scale: M= Meets Requirements R= Recommendation FI= Finding N/A= Not Applicable
<b>Monitoring Topic 1: Data and Reporting</b>				
1	<p>State agencies receiving Subpart 1 funds must provide an annual count to the State for the number of students residing in the institution during the required window of time to generate Title I funds.</p> <ul style="list-style-type: none"> <li>• <b>Provide evidence that youth are appropriately counted according to Title I guidelines.</b></li> </ul>	<input type="checkbox"/> Student enrollment records that substantiate the count on the Annual Survey submitted to the SEA		<b>Evidence Provided:</b>
2	<p>State Agencies receiving Subpart 1 funds shall evaluate the program, disaggregating data on participation by race, gender, ethnicity, and age, to determine the program's impact on participants.</p> <ul style="list-style-type: none"> <li>• <b>Provide evidence as to how the district plans to evaluate the educational program and use the results of the most recent evaluation to plan and improve the program.</b></li> </ul>	<input type="checkbox"/> Agency evaluation plan <input type="checkbox"/> Educational program plan <input type="checkbox"/> Evidence of data collection systems in place		<b>Evidence Provided:</b>
3	<p>Local educational agencies receiving Subpart 1 funds should be in compliance with all Title I reporting requirements.</p> <ul style="list-style-type: none"> <li>• <b>Provide evidence that the state agency participated in all applicable Title I data reporting collections (such as the Title I, Part D Final Report) by required due dates. N</b></li> </ul>	<input type="checkbox"/> Report history including submission dates for current year		<b>Evidence Provided:</b>
<b>Monitoring Topic 2: Collaboration Efforts</b>				
4	<p>State Agencies receiving Subpart 1 funds must coordinate with other appropriate State and Federal programs, such as programs under Title I of Public Law 105-220, vocational and technical education programs, State and local dropout prevention programs, special education programs and businesses for training and mentoring for participating children and youth.</p> <ul style="list-style-type: none"> <li>• <b>Provide evidence of the State agency's program coordination with other appropriate State and Federal programs, (Workforce Investment Act)</b></li> </ul>	<input type="checkbox"/> List of programs with which coordination is accomplished and the nature of such coordination <input type="checkbox"/> Correspondence, schedules, agendas, activities for business coordination endeavors		<b>Evidence Provided:</b>



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	<ul style="list-style-type: none"> <li>State Agencies receiving Subpart 1 funds must coordinate with businesses for training and mentoring for participating children and youth.</li> </ul>			
5	<p>State Agencies receiving Subpart 1 funds must encourage coordination between correctional facilities and local educational agencies or alternative education programs attended by incarcerated children and youth prior to their incarceration to ensure that student assessments and appropriate academic records are shared jointly between the correctional facility and the local educational agency or alternative education program.</p> <ul style="list-style-type: none"> <li>Provide evidence of the State Agency's guidance to funded correctional facilities concerning the coordination with local educational agencies or alternative education programs to ensure that student assessments and academic records are shared jointly by correctional facility and the local education agency or alternative education program.</li> </ul>	<input type="checkbox"/> Copies of State Agency Guidance, technical assistance, and correspondence to facilities on program coordination.		Evidence Provided:
6	<p>State Agencies receiving Subpart 1 funds must work with children and youth with disabilities in order to meet an existing individualized education program.</p> <p>The state agency must notify the student's local school if the student is identified as in need of special education services while the student is in the facility and the student intends to return to the local school.</p> <ul style="list-style-type: none"> <li>Provide evidence of processes and procedures for contact with the home schools of students in the institution.</li> </ul>	<input type="checkbox"/> Written guidance, memorandums, evidence of meetings, evidence of transfer of work and/or acceptance of credit from the home school		Evidence Provided:
<b>Monitoring Topic 3: Program Requirements for State Agency</b>				
7	<p>State Agencies receiving Subpart 1 funds must assess the educational needs and academic progress of all eligible children and youth in eligible institutions.</p> <p><i>In making services available to children and youth in adult correctional institutions, priority must be given to such children and</i></p>	<input type="checkbox"/> Needs assessment data and process <input type="checkbox"/> Current year Title I Part D State Application <input type="checkbox"/> List of Assessment Instrument(s) <input type="checkbox"/> Pre-post test data		Evidence Provided:



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	<p>youth who are likely to complete incarceration within a 2-year period.</p> <ul style="list-style-type: none"> <li>● Provide evidence that the State Agency assesses the educational needs of the children to be served.</li> <li>● Provide a description of the procedures to be used to assess such needs.</li> <li>● Provide evidence that students are appropriately assessed for academic progress.</li> </ul>			
8	<p>State Agencies receiving Subpart 1 funds must offer a regular program of instruction for at least 20 hours per week for youth, unless served in an adult correctional facility (15 hours per week).</p> <p>Title I instruction must be supplemental.</p> <ul style="list-style-type: none"> <li>● Provide evidence that the State Agency offers a regular program of instruction for at least 20 hours per week for youth, unless served in an adult correctional facility. Adult correctional facilities must offer a regular program of instruction for at least 15 hours per week.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Education program plan</li> <li><input type="checkbox"/> Current year Title I, Part D State Application</li> <li><input type="checkbox"/> Annual progress report</li> <li><input type="checkbox"/> List of course offerings</li> <li><input type="checkbox"/> Current year class schedules</li> </ul>		<b>Evidence Provided:</b>
9	<p>State Agencies receiving Subpart 1 funds must implement programs and projects that are designed to support educational services that afford youth an opportunity to meet challenging academic achievement standards and must designate an individual in each affected correctional facility or institution for neglected or delinquent children and youth to be responsible for issues relating to the transition of children and youth from such facility or institution to locally operated programs.</p> <ul style="list-style-type: none"> <li>● Provide an educational program plan, including the plan for the transition of youths back into family, school and community, and/or how the agency will prepare students to receive a high school diploma or its accepted equivalent, matriculate to postsecondary education, employment or military enlistment.</li> <li>● Provide evidence of an individual in each correctional facility or institution to be responsible for issues relating</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Education program plan</li> <li><input type="checkbox"/> Current year Title I Part D State Application</li> <li><input type="checkbox"/> Transition plan</li> <li><input type="checkbox"/> Agency, division, or unit organizational chart</li> <li><input type="checkbox"/> Contact information for liaison</li> </ul>		<b>Evidence Provided:</b>



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	to the transition of children and youth from the facility or institution to locally operated programs.			
10	<p>State Agencies receiving Subpart 1 funds must ensure Title I staff are appropriately qualified to work with children and youth in institutions, including students with disabilities if applicable.</p> <p>State Agencies receiving Subpart 1 funds must provide evidence of a procedure for appropriate professional development to teachers and other staff.</p> <ul style="list-style-type: none"> <li>• Provide evidence of appropriately qualified staff in the Title I program.</li> <li>• Provide evidence of procedures for identifying and facilitating professional development according to identified needs.</li> </ul>	<input type="checkbox"/> Schedules, agendas, and sign in sheets for professional development activities <input type="checkbox"/> Qualifications of instructional staff <input type="checkbox"/> List of teaching assignments <input type="checkbox"/> Approved Title I budget and supporting documentation of expenditures		<b>Evidence Provided:</b>
11	<p>State Agencies receiving Subpart 1 funds must ensure parents are involved, where feasible, in efforts to improve the educational achievement of their children and to prevent further involvement of such children in delinquent activities.</p> <ul style="list-style-type: none"> <li>• Provide evidence of outreach efforts to parents of Title I students in the institution.</li> </ul>	<input type="checkbox"/> Written communications with parents (newsletters, flyers, invitations, etc.) <input type="checkbox"/> Evidence of meetings with parents		<b>Evidence Provided:</b>
12	<p>State Agencies receiving Subpart 1 funds for <b>institution-wide projects</b> must consult with experts and provide the necessary training for appropriate staff to ensure that the planning and operation of <b>institution-wide projects</b> under section 1416 are of high quality.</p> <ul style="list-style-type: none"> <li>• Provide evidence of the consultation with experts to provide necessary training for appropriate staff to ensure that the planning and operation of institution-wide projects are of high quality.</li> </ul>	<input type="checkbox"/> Contracts <input type="checkbox"/> Training schedules and agendas <input type="checkbox"/> Participation logs		<b>Evidence Provided:</b>
13	<p>State Agencies receiving Subpart 1 funds must provide additional services to children and youth, such as career counseling, distance learning, and assistance in securing student loans and grants.</p>	<input type="checkbox"/> List, schedule, participation information on additional services		<b>Evidence Provided:</b>



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	<ul style="list-style-type: none"> <li>Provide evidence of additional services to children and youth, such as career counseling, distance learning, and assistance in securing student loans and grants.</li> </ul>			
14	<p>State Agencies receiving Subpart 1 funds shall have procedures that ensure fiscal control.</p> <ul style="list-style-type: none"> <li>Describe and provide a detailed budget for the program, including the reservation of funds required under Section 1418 [20 U.S.C. 6438] of ESEA of 1965. As Amended Through P.L. 115-141, Enacted March 23, 2018.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed and approved State Agency Budget</li> <li><input type="checkbox"/> Current year Title I, Part D State Application</li> <li><input type="checkbox"/> Purchase orders to support approved budget.</li> </ul>		<b>Evidence Provided:</b>
<b>Monitoring Topic 4: Equipment Accountability</b>				
15	<ul style="list-style-type: none"> <li>Provide evidence that Title I, Part D inventory list contains all components required from EDGAR.</li> <li>Provide evidence that Title I, Part D and ARRA equipment is properly tagged and located where indicated on the inventory list.</li> </ul>	<p><b>Acceptable Evidence:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LEA Equipment and Technology Inventory</li> </ul> <p><b>Required Components:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the item; and</li> <li><input type="checkbox"/> Serial number or other identification number; and</li> <li><input type="checkbox"/> Source (where item purchased); and</li> <li><input type="checkbox"/> Who holds the title; and</li> <li><input type="checkbox"/> Acquisition date (date item purchased); and</li> <li><input type="checkbox"/> Cost; and</li> <li><input type="checkbox"/> Percentage of Federal participation of the property; and</li> <li><input type="checkbox"/> Location (including building and room number); and</li> <li><input type="checkbox"/> Use and condition (daily use, new/good/fair condition, etc.); and</li> <li><input type="checkbox"/> Disposition data: including the date of disposal and sales price or the method used to determine current fair market value (for any items that were disposed of and paid for with respective federal fund)</li> </ul>		<b>Evidence Provided:</b>



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## Attachment A

### Federal Equipment and Technology Inventory

**Directions:** In reviewing the inventory list, please ensure that each of the ten components listed below are included.

The inventory will include a list of all equipment and technology purchased with Title I, D funds. A comprehensive Federal inventory for all Title schools should be kept at central office. All equipment and technology must be marked or stamped or labeled with the name of the Federal program with which the items were purchased. **Note:** This is for items that are over the capitalization threshold that are considered Property.

All Property Records (inventories) must include:	Compliance:
1. A description of the property	
2. A serial number or other identification number	
3. The source of the property (where the property was purchased)	
4. Who holds the title - (Title I, A, Title I, D, Title II, etc.)	
5. The acquisition date	
6. The cost of the property	



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7. The percentage of Federal participation in the cost of the property	
8. Where the property is located - (school/room number)	
9. The use and condition of the property – (new, good, fair, etc.)	
10. The ultimate disposition data including the date of disposal and sale price of the property	